

**Role Description**

IT & general support volunteer

<b>Employer:</b>	Blackfriars Settlement
<b>Responsible to:</b>	Ad Christodoulou
<b>Service area</b>	Mental health and Well-being Project
<b>Employments Status:</b>	Volunteer
<b>Hours:</b>	Minimum 2.5hrs per week
<b>Duration:</b>	Minimum of 6 months
<b>Availability:</b>	Wednesdays/Thursdays 10am – 12:30pm and 1pm - 3:30pm

**Role summary:**

Volunteer needed to give support in basic use of computer skills such as Microsoft Word, sending emails and accessing the Internet to members of our Mental Health & Wellbeing service. The sessions are held every Wednesday and Thursday at our community center in SE1.

**Responsibilities:**

- To be an active contributor to our warm, friendly and welcoming service with a willingness to learn and develop personally in this role.
- To be punctual and willing to engage with the staff and members of our service.
- To lead weekly IT support sessions with members of our Mental Health and Wellbeing service.
- To create a teaching environment that is responsive to the needs of our members.

**Role requirements:**

- Warm, welcoming and friendly personality
- Good listening and communication skills
- Basic knowledge of computers, e.g. word processing, internet and email use

**What you will gain:**

The volunteer will gain experience of working in the mental health field within a community organisation. This is an opportunity to practice and develop communication and teaching skills as well as helping to make a difference in the community, and improving the lives of our members. Volunteering at Blackfriars Settlement will give the volunteer some knowledge and experience of working in the voluntary sector.

If you would like to become part our charity dedicated to serving our local community, please contact us for an application form by emailing [eva.henry@blackfriars-settlement.org.uk](mailto:eva.henry@blackfriars-settlement.org.uk) or calling 0207 960 4607. Alternatively you can download the application from our website.